



**INSTITUTE OF STATISTICAL RESEARCH AND TRAINING
UNIVERSITY OF DHAKA**

APPLICATION FOR APPROVAL TO CONDUCT RESEARCH INVOLVING HUMAN PARTICIPANTS

Regular

Fast track

Note: For fast-track application decision on approval will be given within two weeks. For the regular one, it will take four weeks.

1. Title of Research Project

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2. Contact Information for Principal Investigator (PI). In instances where the PI is a student, research will require oversight by CC faculty or administrator.

PI Name			
Email address		Phone	
Name of Organization, including Department			
Status	<input type="checkbox"/> ISRT Faculty/Staff <input type="checkbox"/> ISRT Student* <input type="checkbox"/> Other *If student: <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Doctoral/Post-doctoral Student		

3. Members of the Research Team (If more than 3, attach separate sheet with information requested)

Name		Role	<input type="checkbox"/> Co-PI <input type="checkbox"/> Research Team Member
Email address		Phone	
Name of Organization, including Department			
Status	<input type="checkbox"/> ISRT Faculty/Staff <input type="checkbox"/> Student* <input type="checkbox"/> Other *If student: <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Doctoral/Post-doctoral Student		

Name		Role	<input type="checkbox"/> Co-PI <input type="checkbox"/> Research Team Member
Email address		Phone	

Name of Organization, including Department	
Status	<input type="checkbox"/> ISRT Faculty/Staff <input type="checkbox"/> Student* <input type="checkbox"/> Other *If student: <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Doctoral/Post-doctoral Student

Name		Role	<input type="checkbox"/> Co-PI <input type="checkbox"/> Research Team Member
Email address		Phone	
Name of Organization, including Department			
Status	<input type="checkbox"/> ISRT Faculty/Staff <input type="checkbox"/> Student* <input type="checkbox"/> Other *If student: <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Doctoral/Post-doctoral Student		

4. Purpose of Project (select one)

<input type="checkbox"/> Research <input type="checkbox"/> Master/Ph.D./M.Phil. Research <input type="checkbox"/> Undergraduate Capstone Project <input type="checkbox"/> Other Research
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5. Anticipated Start and End Dates of Project

Approximate start date:	Approximate end date:
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7. Is your project funded by an external sponsor, including a gift or a sponsored award? Yes No
 If yes, provide the details of the external sponsor.

Part 2: Study Design, Data Collection Methods, and Procedures

Please answer each of the following questions using non-technical language. Missing or incomplete answers will delay your review while we request the information.

1. Provide a lay summary of the purpose of your research study (maximum 200 words). Avoid scientific jargon and acronyms. Do not simply cut/paste from your research proposal.

2. State your research question(s) and related hypotheses.

3. Provide a detailed description of everything the participant will be asked to do and/or experience. Include the location, number of sessions/observations/visits, time for each session, and total time period anticipated for each participant, including any long term follow up. A copy of all research instruments (surveys, questionnaires, etc.) that will be used and permissions for use of these instruments (if they are not the intellectual property of the student researcher) must be provided.

4. Who will conduct the experiment or administer the interview or questionnaire?

5. How will research participant's responses be captured? This information must be included on the consent form.

Audio only Video (includes audio) Face-to-Face Online

If Audio, Video or Online, describe to tools that will be used (Cell phone, Zoom, Survey Monkey, etc.):

Part 3: Participants, Recruitment and Compensation

1. Describe the human participants of the study, including the following information: the age ranges of participants, the # of participants that will be included in the study, the countries that they reside in, and other descriptive information that is relevant (i.e. organization affiliation, position titles, industry, etc.).

2. Please select all the categories of participants that will be included in your study.

<input type="checkbox"/> Healthy adult volunteers	<input type="checkbox"/> Cognitively impaired persons	<input type="checkbox"/> Cambridge College students
<input type="checkbox"/> Pregnant or nursing women	<input type="checkbox"/> People with limited literacy	<input type="checkbox"/> Cambridge College employees
<input type="checkbox"/> Children under the age of 18.	<input type="checkbox"/> People with specific health conditions.	<input type="checkbox"/> People in foreign countries
<input type="checkbox"/> People unable to read, speak or understand English		
<input type="checkbox"/> Prisoners or individuals under detention or on probation		
<input type="checkbox"/> Other category of participants not listed here Please explain:		

3. Describe your relationship with the research participants (co-workers, subordinates, former co-workers, etc.) and/or the hosting organization, if any.

4. Do you have permission from the hosting organization (if any) to conduct research on their premises and/or within their organization? Yes No. If yes, attach the relevant letter/form.

5. What are the inclusion criteria (*characteristics that must be met*) for individuals to be enrolled in study? Describe the participants you intend to recruit. Include gender, ethnicity/race, socio-economic level, literacy level and health (as applicable) and reasons for excluding any group.

6. Identify all tools that you plan to use to recruit your participants. Copies of all recruitment materials (letters, posters, fliers, ads, website, email, scripts for telephone recruitment etc.), must be attached to this application for stamped approval.

<input type="checkbox"/> Printed flyers	<input type="checkbox"/> Face to face recruitment	<input type="checkbox"/> Notices	<input type="checkbox"/> TV, radio, print advertisements
<input type="checkbox"/> Email	<input type="checkbox"/> Online advertisements	<input type="checkbox"/> Mailers /Post	<input type="checkbox"/> Presentations at meetings
<input type="checkbox"/> Internet, social media or online networking sites			
<input type="checkbox"/> None or Other tools not listed here, please explain:			

7. Describe the procedures that you will use to recruit these participants. How will participants be identified? Who will ask for participation?

8. Will participants receive monetary compensation, or will material resources/incentives be used to gain or reward participation? Yes No. If yes, describe them:

Part 4: Risks and Benefits

1. From the list below, please select ALL of the potential risks of participating in your study.

- | | |
|--|---|
| <input type="checkbox"/> Use of deception / deceptive techniques | <input type="checkbox"/> Risk of injury or bodily harm |
| <input type="checkbox"/> Identification of child, spousal, or elder abuse | <input type="checkbox"/> Identification of illegal activity |
| <input type="checkbox"/> Possible invasion of privacy of subject or subject's family | |
| <input type="checkbox"/> Use of private records (i.e. educational or medical records) | |
| <input type="checkbox"/> Manipulation of psychological or social state such as sensory deprivation, social isolation, psychological stress | |
| <input type="checkbox"/> Probing for personal or sensitive information in surveys or interviews (e.g., private behaviors, drug use) | |
| <input type="checkbox"/> Presentation of materials which some participants may consider sensitive, offensive, threatening or degrading | |
| <input type="checkbox"/> Presentation of materials or questions that might elicit traumatic memories | |
| <input type="checkbox"/> Social or economic risk (reputational, cultural, financial costs, employability, etc.) | |
| <input type="checkbox"/> Other risks not listed here. Please describe: | |
| <input type="checkbox"/> There are no risks of any kind to any participants enrolled in this study. | |

2. Describe the nature and degree of the risks or harms selected above. All of the risks/harms must be disclosed in the consent form. Consider possible psychological harm, loss of confidentiality, financial, social, or legal damages as well as physical risks. What is the seriousness of these risks and what is the likelihood that they may occur?

3. Describe the steps that will be taken to minimize any harm and to protect the welfare of participants. Include a description of how you will handle any unexpected adverse outcomes that could be potentially harmful (for example, discovering that a participant is thinking about suicide). What follow-up procedures are in place if harm occurs? What special precautions will be instituted for vulnerable populations?

4. Describe any personal benefits that participants may reasonably expect from his/her involvement in the research. Do not exaggerate potential benefits. If there are none, state "None".

5. Briefly describe the anticipated benefits of this study to society, academic knowledge or both.

Part 5: Privacy and Confidentiality

1. Will you or any member of your research team collect or have access to any of the personal identifiers listed below? Please check all that apply.

<input type="checkbox"/> Name	<input type="checkbox"/> Social Security number	<input type="checkbox"/> License, certificate of vehicle ID
<input type="checkbox"/> Date of birth	<input type="checkbox"/> Phone or fax numbers	<input type="checkbox"/> Signatures, handwriting samples
<input type="checkbox"/> Biometric identifiers	<input type="checkbox"/> Medical records	<input type="checkbox"/> Photos, images, audio recordings
<input type="checkbox"/> Mailing or email address	<input type="checkbox"/> IP address (often automatically collected by online survey tool)	
<input type="checkbox"/> Any unique identifiers not mentioned above. Please explain:		
<input type="checkbox"/> No member of the research team will have access to any personal identifiers.		

2. How will you protect any personal information you plan to collect? Describe *in detail* the procedures that will be used to maintain anonymity or confidentiality during collection and entry of data. Who will have access to data? How will the data be used, now and in the future?

3. How and where will data be stored? When will data, including audiotapes and videotapes, be destroyed? If data is to be retained, explain why. Will identifiers or links to identification be destroyed? When? Signed consent documents must be retained for 3 years following the end of the study. Where and how will they be maintained?

Part 6: Consent Process

1. Describe the process of obtaining informed consent. Be specific. How will the project and the participants' role be presented to potential participants? By whom? When? Where? In most cases, participants should be asked to read

and sign a consent statement only after the researcher provides a detailed oral explanation and answers all questions. The template for informed consent should be customized to reflect the particulars of this study. Attach a copy to this application. A copy of the form used to document consent must be given to the person signing the form.

2. **If your study population includes people having languages other than Bengali or English, translation of consent information is necessary.** Describe how information will be translated and by whom. You may wait until the consent form is approved in Bengali or English before having it translated.

3. **If your population includes prisoners, people with limited mental capacity, language barriers, problems with reading or understanding, or other issues that may make them vulnerable or limit their ability to understand and provide consent, describe special procedures that you will institute to obtain consent appropriately.**

4. **Do you plan to recruit children under the age of 18?** Yes No **Describe how you will obtain assent for children under the age of 18.** If your population includes children under the age of 18, you must ask for parental permission before attempting to recruit a child into your study. Once you obtain parental permission, children must be given the opportunity to provide assent.

5. **Describe procedure for participants who want to withdraw from the study. If data was collected from a participant who withdraws, describe the process, if any, for destruction of data collected from this participant.**

6. **Describe the steps that will be taken to minimize the possibility of coercion or undue influence.**

7. **If incomplete disclosure of the purpose of your study is essential to carrying out the proposed research, please provide a detailed description of the debriefing process.** Be specific. When and by whom will full disclosure of the research goals be presented to participants (e.g., immediately after the completion of all research task(s) or after the completion of the study's data collection)? Attach a copy of the written debriefing statement that will be given to research participants.

8. Attachments: Place a check mark next to attachments that have been included.

<input type="checkbox"/> Dissertation, researcher grant proposal	<input type="checkbox"/> Copies of ERC approvals or letters of permission from other sites
<input type="checkbox"/> Parental Permission Form	<input type="checkbox"/> Scripts of intended telephone conversations
<input type="checkbox"/> Child Assent Form	<input type="checkbox"/> Debriefing Statements
<input type="checkbox"/> Informed Consent Forms	<input type="checkbox"/> Letters of Permission to Use Research Instruments
<input type="checkbox"/> Letter of Permission from Host Organization	
<input type="checkbox"/> Copy of fliers, ads, posters, emails, web pages, letters for recruitment	
<input type="checkbox"/> Copies of all instruments, surveys, focus group or interview questions, tests, etc.	

SIGNATURE(S)

The attestation below is to be signed by the person(s) conducting the research. If this person is a student, the faculty member supervisor must also sign in the lower box. Click on the attestation box below, entering your name and today's date. If there is more than one Principal Investigator.

Principal Investigator

I certify that the information I provide in this application is correct and complete. I also pledge that I will not change any of the procedures, forms, or protocols used in this study without first seeking review and approval from the ISRT Institutional Review Board.

Attestation of Investigator

Date

Name / Signature of Investigator

Faculty Supervisor or Program Chair or Dean (required when student is Principal Investigator)

I certify that the information provided in this application is correct and complete to the best of my knowledge.

Attestation of Faculty Supervisor

Date

Name / Signature of Faculty Supervisor/Program Chair or Dean

ERC Member of Academic Compliance and Strategic Initiatives

I have reviewed this application as submitted and rule that the research:

- Meets the conditions and has been deemed EXEMPT and is approved
- Qualifies for the EXPEDITED review by a designated review team.
- Requires FULL BOARD and Committee Review due to the nature of the research.
- Rejected

Attestation of the ERC Compliance Member

Date

Name / Signature of ERC Compliance Member

SUBMISSION INSTRUCTIONS

- 1. Prior to submission, carefully review the form to ensure that it is filled out completely and accurately.**
- 2. Submit an electronic copy of this application as PDF, along with all required attachments to the ISRT office**
- 3. The electronic submission must be done to relevant ISRT email account.**
- 4. Research compliance requirements are determined by the ERC Committee and are considered final on the date signed.**
- 5. This approval is revoked if changes in the participants' demographics, data, data collection methods, and other pertinent details attested herein are changed.**